

# 2018-2019 NURSING EDUCATION PROGRAMS ANNUAL REPORT SURVEY INSTRUCTIONS

ABN Administrative Code 610-X-3-.05(7) requires nursing programs to complete the Nursing Education Annual Report in a format specified by the Board within the time specified.

- Please gather all data needed and allow ample time to complete this report in one sitting. **You will not be able to save data and return to the report at a later time.**
- The report will NOT be editable. Submit any corrections necessary to the ABN. Once corrections are made, you will be provided a corrected copy for your files.
- Clicking on Administrative Code link(s) will open a new window for code reference(s).
- Reporting Period: **October 1, 2018 through September 30, 2019.**
- Date Report **will be available** for Program Directors: **March 09, 2019.**
- You will have **45 days** to submit the report.
- Last day to submit report without it being LATE: **April 24, 2020.**

## General Information:

If your program utilizes ACCS Standardized Curriculum, has **both** an **active** NCLEX-PN® program code and an **active** NCLEX-RN® program code, and allows student(s) the option to test for LPN and enter the healthcare field after completion of the third semester, or to continue on with RN curriculum, you are only required to submit **one Nursing Education Annual report. Log-in with your ADN NCLEX Program Code.** The report will prompt you to fill in the areas that apply to your PN program.

**NOTE:** At this time your PN NCLEX Program Code will not print on the report. However, it is available on the build for ABN files.

The Annual Report *will not be pre-filled with data submitted from your previous Annual Report.* All data fields will have to be entered.

With few exceptions, numbers reported as data in the Annual Report will be **whole numbers.** Do not leave any number fields blank – **you must enter a zero (0).**

## Accessing the Annual Report:

1. Go to ABN website: [www.abn.alabama.gov](http://www.abn.alabama.gov)
2. Under Education
3. Roll-over Nursing Education Programs
4. **PRINT A BLANK REPORT FOR REVIEW** (click on Printable Education Annual Report link to download the pdf)
5. See **TO LOG IN** below when you are ready to begin entering data on your report for submission.

## TO LOG IN:

- a) Choose Submit the Annual Report for my program link
- b) Enter your **actual** complete NCLEX Program Code: **US78000000**  
(CAPS LOCK must be on to complete steps b/c)
- c) Password: your **actual** NCLEX Program Code 2019 (no spaces): **US780000002019**

The following **Instructions** are step by step and follow the modules of the blank report you have printed. Should you have any questions please do not hesitate to contact ABN Education Programs at 334-293-5200; you will be transferred to available Education staff.

# 2018-2019 NURSING EDUCATION PROGRAMS ANNUAL REPORT SURVEY INSTRUCTIONS

## INFORMATION ABOUT INSTITUTION

Is your institution accredited?

If yes by what organization? Pick from drop-menu

Accreditation Status: Enter status of accreditation

Last Visit: Enter the date of the last **ONSITE EVALUATION**

Next Visit: Enter the date of the next **ONSITE EVALUATION**

## INFORMATION ABOUT NURSING EDUCATION PROGRAM

Is your nursing education program accredited?

If yes by what organization? Pick from drop-menu

Accreditation Status: Enter status of accreditation

Last Visit: Enter the date of the last **ONSITE EVALUATION**

Next Visit: Enter the date of the next **ONSITE EVALUATION**

## INFORMATION ABOUT CAMPUS SITES

Enter Nursing Students Relevant to this report. The total nursing student count will equal the overall total count of students enrolled in nursing courses in the Nursing Student Enrollment module. (Note ADN-PN option: include total count for each campus; do not itemize out)

Enter each **Campus Name, Address, Dean/Director, and total number of nursing students (all levels) for that campus.** Save after each entry.

## INFORMATION ABOUT NURSING FACULTY / CLINICAL SUPERVISOR IDENTIFIERS

- Make entries for the highest nursing degree that is currently held for Faculty who supervise students in clinicals (no “in-progress”)
- Make entries for the highest nursing degree that is currently held for Faculty who Do NOT supervise students in clinicals (no “in-progress”)
- If you entered a number for **Other Doctoral Degrees**; enter EACH of those degrees separated by commas (,); **enter none if none.** Do not spell out – **USE ACRONYMS**

## INFORMATION ABOUT CLINICAL SUPERVISOR IDENTIFIERS

- Make entries for the highest nursing degree that is currently held (no “in-progress”)
- If you entered a number for **Other Doctoral Degrees**; enter EACH of those degrees separated by commas (,); **enter none if none.** Do not spell out – **USE ACRONYMS**

## INFORMATION ABOUT RATIOS: FACULTY/CLINICAL SUPERVISORS TO STUDENTS

**Enter the min/max ratio of students per 1 Faculty or Faculty/Clinical Supervisor.**

Didactic / Classroom: Enter the minimum and the maximum count of students

Skills Lab: Enter the minimum and the maximum count of students

Simulation: Enter the minimum and the maximum count of students

Acute Care Clinical: Enter the minimum and the maximum count of students

Long Term Care: Enter the minimum and the maximum count of students

# 2018-2019 NURSING EDUCATION PROGRAMS ANNUAL REPORT SURVEY INSTRUCTIONS

## INFORMATION ABOUT STANDARDIZED (one-plus-one) CURRICULUM

IF this applies to your program's curriculum check **YES** and complete the PN program information asked for **(here, and throughout the Report)**. If this does not apply to your program (BSN, ADN stand-alone, or PN stand-alone programs), check **NO** and proceed to Budget Allocations. **NOTE: At this time your PN NCLEX Program Code will not print on the report. However, it is available on the build for ABN files.**

**For YES:** Enter total number of Faculty for all courses as of Fall term 2019. Do not count Clinical Supervisors who are not Faculty

Enter Faculty who teach ONLY ADN program courses: [Enter count](#)

Enter Faculty who teach ONLY PN program courses: [Enter count](#)

Enter Faculty who teach BOTH ADN and PN program courses: [Enter count](#)

**Enter total number of Clinical Supervisors for all courses as of Fall term 2019.**

Enter Clinical Supervisors who teach ONLY ADN program courses: [Enter count](#)

Enter Clinical Supervisors who teach ONLY PN program courses: [Enter count](#)

Enter Clinical Supervisors who teach BOTH ADN and PN program courses: [Enter count](#)

## INFORMATION ABOUT BUDGET ALLOCATIONS:

Enter the number of Full Time Equivalents (FTEs) that are allocated for your pre-licensure nursing education program by your parent institution.

## INFORMATION ABOUT ADDITIONAL PERSONNEL:

Enter additional Personnel (Faculty and Clinical Supervisor) vacancies. Check **ALL** boxes that apply to barriers for recruiting and retaining those positions.

## INFORMATION ABOUT NURSING STUDENTS

Enter total number of Nursing Students enrolled in each NURSING course. Entries will equal Total Nursing Students from Campus Sites module. Proceed to filling out the Number of Qualified Students unable to enroll and reasons why (see blank report for details)

Students enrolled in 100 or 1000 numbered courses: [Enter count](#)

Students enrolled in 200 or 2000 numbered courses: [Enter count](#)

Students enrolled in 300 or 3000 numbered courses: [Enter count](#)

Students enrolled in 400 or 4000 numbered courses: [Enter count](#)

Enter the number of Qualified Students that were unable to enroll and check **ALL** boxes that apply to Program issues **(not student Financials)**

# 2018-2019 NURSING EDUCATION PROGRAMS ANNUAL REPORT SURVEY INSTRUCTIONS

## **INFORMATION ABOUT CURRICULUM:** *(Follow example shown of how to enter the data)*

- If a clock/contact hour is decimal hour, enter the whole number only).
- **ELECTIVES** – make one entry **ELECT** and enter **ONLY** the credit hours of Electives students can take; **do not enter all the courses**:

### **ENTER THE NUMBER OF CLOCK/CREDIT HOURS BY MULTIPLYING THE NUMBER OF WEEKS IN TERM**

Provide only a **BRIEF** description of Course(s) – limited character spacing available

Curriculum: Non-Nursing Courses Pre-Requisite & Co-Requisite					
Course Number	Course Title	Total Credit Hours	Total Theory Clock/Contact Hours	Total Lab Clock/Contact Hours	Course Description
MTH100	College Algebra	3	45	0	Course provides study of algebraic techniques such as linear equations and inequalities, quadratic and systems ...
Bio103	Principals of Biology	3	45	0	Introductory course for science/non-science majors. Covers physical, chemical, and biological principles common to all ...
Bio201	Human Anatomy & Physiology	3	45	0	Course covers the structure and function...
ELECT	Elective Courses (total hours req.)	...	...	...	Multiple electives for students to choose. Required total of XX credits needed

Curriculum: NURSING Courses								
Course Number	Course Title	Total Credit Hours	Total Theory Clock/Contact Hours	Total Lab Clock/Contact Hours	Sim Clock/Contact Hours	Direct Patient Clock/Contact Hours	Obsv. Clock/Contact Hours	Course Description
NUR305	Bridge to Success	3	45	0	3	3	3	Course provides study of algebraic techniques such as linear equations and inequalities, quadratic and systems ...
NUR306	Pharmacology	3	45	0	3	3	3	Introductory course for science/non-science majors. Covers physical, chemical, and biological principles common to all ...
NUR309	Health Assessment	3	45	0	3	3	3	Course covers the structure and function...
ELECT	Elective Courses (total)	2	30	0	0	0	0	Multiple electives for students to choose. Required total of XX credits needed

## **INFORMATION ABOUT CURRICULUM**

**Standardized Specialty Tests:** Any standardized tests constructed by a company outside the education institution that assess knowledge in a particular subject area or specialty.

**NCLEX Predictor:** A standardized test constructed by a company outside the educational institution whose purpose is stated as predicting success on the national licensing exam (NCLEX).

The test is usually given during the last term of a nursing education program.

**Does your program utilize standardized testing and/or reference material content?**

IF **YES**: answer Curriculum Question module by selecting **ALL** standardized testing and reference materials used and how they are used. Then check **only the ONE** best answer that is most descriptive of your nursing education program.

IF **NO**: proceed to Clinical Sites Outside of Alabama module.

## **INFORMATION ABOUT CLINICAL SITES OUTSIDE OF ALABAMA:**

If you utilize clinical sites outside the state of Alabama, check **ALL** boxes for states that your program sends students, **including preceptorships**. **If not; check NO to proceed.**

# 2018-2019 NURSING EDUCATION PROGRAMS ANNUAL REPORT SURVEY INSTRUCTIONS

## **INFORMATION ABOUT GRADUATION RATE:**

Enter calculated percentage for graduates for the reporting period: October 1, 2018 through September 30, 2019. Then enter a brief method of calculation.

## **INFORMATION ABOUT JOB PLACEMENT RATE:**

Enter a calculated percentage for graduates who have been employed as an LPN/RN within 6-12 months of this reporting period: October 1, 2018 through September 30, 2019 Then enter a brief method of calculation. **Include if this is a sampling of only those students who responded back to the inquiry.**

## **INFORMATION ABOUT SUBSTANTIVE CHANGES:**

Check **ALL** changes that have occurred during the reporting time period of October 1, 2018 through September 30, 2019, then provide brief specifics in the entry field.

Changes should have been submitted to and currently on file with the ABN. If not, ABN Education Staff will contact for details and request formal documentation of change.

## **INFORMATION ABOUT COMPLETION AND ATTESTATION PAGE:**

**Preparer of Report should be the Program Director listed at ABN.**

**If NOT** – preparer will need to obtain Program Director's attestation of the eight (8) items listed on the signature page. The preparer will completely fill in the Program Director's information and must fill in the area provided for them below.

This helps ABN Education Program personnel to know more about your staff and become familiar with those that can be contacted when a Program Director is not available.

## **INFORMATION ABOUT PREVIEWING REPORT:**

Once you have entered all of your program information, choose **PREVIEW** and look over the report. **Remember, the report is not editable.** At this time, you will not see the contact info in the signature attestation module – this will populate upon submission of your annual report where it will be retained and printed on the digital file. Close **PREVIEW** and submit your report. Once this is done, you may print a copy for your files and will receive a confirmation email of submission from [noreply@abn.alabama.gov](mailto:noreply@abn.alabama.gov). Once a report is submitted, **you will not be able to access the report again.** Don't forget to log-out after you have completed your submission

For corrections, contact **334-293-5200** to be connected to education staff.

You may also submit corrections to the **ABN Education Programs Department** at [abn-educationprograms@abn.alabama.gov](mailto:abn-educationprograms@abn.alabama.gov). Once ABN makes the requested corrections, you will be provided a corrected copy for your files.